**University of Mohammed Khider, Biskra**

**Department of Management Sciences**

**Grade: Master 2, “Strategic Management”**

**Time Management and Time Management Skills:**

**Time Management** is the process of planning and controlling how much time to spend on specific activities. It involves **organizing**, **prioritizing**, and **scheduling** tasks to make the most of your available time.

**Time Management Skills** are the abilities and techniques used to manage time effectively. These skills include:

* **Goal setting:**Defining clear goals and objectives for your time.
* **Planning:** Creating a schedule or plan for how you will use your time.
* **Prioritizing:** Identifying the most important tasks and focusing on them first.
* **Scheduling:** Allocating specific time blocks for different tasks.
* **Time management tools:**Utilizing apps, software, or other tools to help you manage your time.
* **Self-awareness:** Understanding your own time management strengths and weaknesses.

**Benefits of Effective Time Management:**

* Increased productivity.
* Reduced stress.
* Improved work-life balance (having more time for personal and leisure activities).
* Enhanced goal achievement.

**Additional points to consider:**

* Time management is a skill that can be learned and improved with practice.
* There is no one-size-fits-all approach to time management. What works for one person may not work for another.
* It is important to be flexible and adapt your time management strategies as needed.